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ABSTRACT

Eight recommendations made by a consultant are presented: (1) the Racine County Historical Society and the Racine County Historical Museum should consolidate; (2) the Museum/Historical Society should formulate formal long-range plans; (3) the Museum/Historical Society should create written policies and and procedures covering personnel, space utilization, volunteers, and collection development; (4) the Racine County Public Library collections should be consolidated and moved to a remodelled and enlarged facility in the Museum building; (5) the Museum/Historical Society should become formally active in the work of the Public Library, and all local history/genealogy library materials and services should eventually be relocated at the Public Library; (6) there should be cooperation between the Museum/Historical Society and the Public Library in the maintenance of photograph collections and the possible use of a microcomputer for indexing materials of local importance; (7) title to all existing library materials should be transferred to the Public Library; and, (8) following the physical integration of Museum/Historical Society and Public Library materials, duplicates should be deaccessioned. Appendices comprise a proposed collection development policy, a proposed deaccessioning procedure, and details of available space in the existing and proposed library areas in the Museum building. (ESR)

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RECOMMENDATIONS FOR IMPROVED LIBRARY SERVICE AND COLLECTIONS FOR THE RACINE COUNTY HISTORICAL MUSEUM, RACINE COUNTY HISTORICAL SOCIETY, AND THE RACINE PUBLIC LIBRARY

James P. Danky

October 26, 1982

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RECOMMENDATIONS FOR IMPROVED LIBRARY SERVICE AND COLLECTIONS

FOR THE RACINE COUNTY HISTORICAL MUSEUM, RACINE COUNTY

HISTORICAL SOCIETY, AND THE RACINE PUBLIC LIBRARY

James P. Danky
October 26, 1982

1. All of the recommendations in this report are predicated on a consolidation of the Racine County Historical Society and the Racine County Historical Museum. For without a united group interested in the collection, preservation, and interpretation of Racine's history the long-term future of either group is in doubt. The lack of unity also prevents either group from incorporating newer, but related, interests such as those represented by the historic preservation movement. The historic preservation group in Racine is one example of a special interest group that could be served by a formal affiliation with a unified historical agency and one whose membership could be used to present a stronger case for increased funding from governmental and private bodies.

   Traditionally the drive for cooperation among cultural organizations has only been exceeded by the keen sense of competition among them for members and funds. This competition has tended to favor those institutions with programs of the highest visability and the greatest need and use of volunteers in public. A unified group that includes many programs, those with high visibility such as a museum as well as those of equal substance but which proceed in a quiet fashion such as a library, can achieve the gains from each and distribute them internally in an equitable and planned fashion. For example, in acquiring a collection from an individual interested in toys it seems fair to assume that in addition to the toys themselves which would go to a museum that there might also be books on toys and perhaps catalogs and advertising materials that could more appropriately be housed in a library setting. Specifically the consultant believes that increases in public funding and successful private fund raising would be hampered by the presence of two historical agencies and that any improvements in programming, for library activities or other areas, would be unlikely.

2. Of the three groups involved in this consultancy, only the Racine Public Library has formal long-range plans. This is a serious deficiency on the part of the Museum/Historical Society and consequently the consultant's recommendations for library services and collections are tentative. The consultant recommends that as soon after merger as possible attention be given by the combined board of the Museum/Historical Society and its staff to the creation of a long-range plan, one that covers the next decade in increments of one or two years. The creation of this plan should be the responsibility of a committee composed of both board and staff members who should be given a specific

timetable to produce a written document. The planning process should be as wide-ranging and open as possible in order to create the broadest possible range of choices. In undertaking this process, given the small staff and existing commitments, the board may wish to consider some outside help, perhaps in the form of a consultant. As with the present consultancy, the Racine Area Foundation or other similar sources might be a source of funds for such assistance. The Office of Local History at the State Historical Society of Wisconsin would be another appropriate source for advice since the Museum/Historical Society would be an affiliate. Models of such planning processes are numerous and access to some of the most relevant could be had through the Office for Local History. One caveat, a long-range plan is not a static document. The Museum/Historical Society should see the planning process as on-going and create a document that is as flexible as possible. As part of this planning process the consultant hopes that the following recommendations for library service can be incorporated though they will undoubtedly be modified in light of this process.

The value of a long-range plan cannot be underestimated as it is the crucial tool for negotiating increases in public and private support in addition to its obvious relevance for board and staff guidance. If the members of the Museum/Historical Society, board, staff, and public and private funding sources know of the long-term needs of the agency then perhaps they can be interested in providing for those needs.

3. The boards of the Museum and Historical Society are already at work on another element of the planning process, written policies and procedures. As with long-range planning, policies and procedures should be an on-going concern of the board. After such fundamental issues as constitution and by-laws are settled by the board of the Museum/Historical Society, all in accordance with the policies of the Wisconsin Council for Local History as part of the affiliation process with the State Historical Society of Wisconsin, they should turn their attention to the creation of a full range of written policies. Among the areas in need of policies are personnel (hiring, salary, benefits, grievance, etc.), space (allocation by function, maintenance, and preservation/restoration, etc.), volunteers (training, recruitment, etc.), and collections (both museum and library). Written policies will provide consistent information to the public and allow for cooperation planning among all interested agencies. Among the relevant policies needed for library services and collections are a collection development policy (see Appendix A) and a deaccessioning procedure (see Appendix B). Library services will be an important element in several of the other areas for which policies and procedures should be created. For example, as the Museum/Historical Society creates policies and procedures in the area of volunteers it would be appropriate for recruitment and training to speak specifically to the needs of the library. Standardized training, assignments of duties whether part of the regular service such as being there to open the room at the assigned times or as part of a special project such as indexing vital statistics, and other facets of using volunteers can be incorporated here. As the board will want to examine all of these policies and procedures on a regular basis it is appropriate to be quite specific as change is expected.

4. In Section 5 of the Library Consultant agreement the parties involved asked the consultant to "examine the available physical space and recommend the amount of space needed to house and service the weeded collection". As a short to medium-term recommendation, the consultant suggests that the library collections be consolidated from the vault and present library area to a remodeled and enlarged facility in the nort-east corner of the Museum building. The present library area is completely inadequate for either its present or future functions. The present library area is inadequately heated and cannot be used easily during the late fall through early spring. Further the present library area is located under a portion of the roof that leaks. The necessary plastic sheeting is only marginally effective, detracts from the proper ambience that a library reading area should have, and could not possibly be an inducement to prospective donors. The present library area is located in an obscure and difficult to use portion of the building, requiring that library patrons go through the administrative area in order to reach the collections. Lastly, the present area lacks sufficient space, both to house collections and to service patrons. The tight quarters have necessitated the creation of inefficient shelving arrangements, duplication of functions, and other liabilities to smooth service. The very physical arrangement of the collections has made the use of the materials so complicated that the burden of quality reference service can only be borne by a few experienced volunteers.

The remodeling of a new library area in the north-east corner of the building should be a high priority of the present Museum board but development of this project needs the immediate input of all relevant parties should it prove possible to begin work prior to the unification of the Museum and Historical Society. Specifically, the Director and relevant parties should create a plan for remodeling this area to include both narrative and drawings. This plan should be discussed by all relevant parties, especially to determine sources for donated materials or labor. Following that process the Director, as the individual most responsible for this aspect of the library's future, should solicit bids from local contractors and suppliers to cover the completion of the remodeling. In planning the work advantage should be taken of the existing windows so that the placement of tables for the public can benefit from natural light. Such an arrangement might indicate the collections themselves should be housed nearer the entrance to this new library area. Examination of the present electrical system will reveal the need for any modifications and aid in the placement of necessary equipment such as typewriters and lamps. Naturally in this remodeling process a complete examination of the structure is in order, particularly the roof.

In planning for shelving space the Director and other relevant parties will note that the present collections in the existing library area contain 289 linear feet of materials while the vault has another 260 linear feet. The total, 547 linear feet, should not all be retained. 375 feet of shelf space should be sufficient for existing collections, allowing 335 feet, as well as planning for four feet per year over the next ten years. (For a more detailed study of existing and proposed space see Appendix C). 375 feet represents approximately 19 units of library shelving (33 inches long, 7 shelves high). Cost estimates for new shelving can be obtained through library supply company catalogs which are available at the Public Library. However since good planning includes an intelligent use of funds perhaps shelving can be located through government surplus, both state and federal, from a closed public or institutional library. Similarly, card files, tables, chairs, lamps, and so forth should be available without a great expenditure of funds.

One drawback, though not insurmountable, to relocating the library on the opposite side of the building from the administrative offices will be the lack of immediately accessible photocopying and telephone facilities. The new location of the library should prompt written policies to cover both areas, taking into account the other needs of the Museum/Historical Society. Many libraries have found success in asking patrons to leave their driver's license or other appropriate item with the volunteer/staff member when removing an item from one part of the building to another for photocopying. Another approach would be for staff members/volunteers to perform this service, though that has the potential of leaving the library unattended. Raising photocoping fees to cover the rental of a second machine is a third option. In planning for telephone service for the new library area, a study of the present needs and use of the telephone could be a sound guide.

In equipping the new library facility it will be important to provide the volunteers with additional workspace, separate from that used by the public. The nature of many long-term projects, such as indexing, make designated space desirable for efficiency and morale. Additionally, in acquiring shelving for the collections it is important that the special size requirements for atlases, scrapbooks, and other irregularly formated materials be taken into account. This is particularly important where a bulky item, such as an atlas or plat book, is also a heavily used reference source. In doing this planning the resources of the staff of the Public Library should be taken advantage of, especially given their background and work towards a new facility.

Beyond the needs of the library collections and services, the Museum/Historical Society can use this relocation as an opportunity to reevaluate staffing patterns, analyze a portion of the building, and consider the long-term placement of functions within the building.

5. As a long-term recommendation, the consultant suggests that the Museum/Historical Society become formally active in the work of the Public Library. The Library presently houses the largest collection of Racine City and County publications, the largest vertical file for clippings and pamphlets, a significant collection of local and state historical materials plus the technical resources of a modern, well-run public library. Two current developments suggest ways in which this formal involvement could be achieved. At present the position of Director of the Racine County Library System is open. The Museum/Historical Society board should make its views known to the search team for this position so that the collection and service needs of local historians and genealogists are taken into consideration.

A second, and more lengthy involvement, is needed by the Museum/Historical Society board in the Public Library's plans for a new structure or an addition to the present facility. The Director of the Racine Public Library and his professional staff have long been aware of the space limitations of the existing structure, limitations that have and will continue to affect existing service and future programing. The Public Library is already considering a local history/genealogy room in any new facility and input, perhaps in the

form of an advisory committee consisting of Museum/Historical Society board members and other interested citizens could aid the Public Library in planning this facility. The Public Library, in common with any governmental agency, needs the input of local citizens. In the area of local history and genealogy it seems most appropriate to hear from members of the Museum/Historical Society as they must constitute some of the most informed and concerned potential patrons. For without this input the Public Library can hardly plan as well as it might. During the planning for the new structure/addition areas of common concern for the Public Library staff and members of the Museum/Historical Society could be addressed, such as higher quality copying machines for microfilm and the acquisition of additional microfilm readers. Perhaps an additional microfilm reader could be provided to the Museum/Historical Society when its renovated quarters in the Museum building are completed.

The consultant feels that it is important to outline some of the additional reasons behind the recommendation of eventually relocating all local history/genealogy library materials and services at the Public Library. The Public Library and the Museum/Historical Society are both publically funded, though by city and county respectively. Cooperation between both agencies is essential because competition would harm the Public Library and the Museum/Historical Society given the scarcity of funds. Additionally, the Public Library has already formulated plans for an increase in space with a commensurate increase in staff and programing. The depth of the Public Library's commitment to this process can be seen through the caliber of the building consultant they have retained, Robert Rolhf of the Hennepin County Library System in Edina, Minnesota, as well as the intensive staff involvement. Given this background it seems unwise for the Museum/Historical Society, which has many areas of concern besides library collection and services, to work strongly in this field. In brief, there is not a long-term future for the Museum/Historical Society in the area of library collections and services.

In Section 1 of the Library Consultant agreement the parties identified a collection policy as the first priority. Further the agreement asks for an outline in guiding the collection development of the Museum/Historical Society, the Racine Public Library, and the University of Wisconsin-Parkside Area Research Center in areas of mutual interest. While some of the following points are made in the suggested collection development policy in Appendix A it is appropriate to discuss ways in which the task can be divided.

In documenting the history of an area, in this instance Racine, the available evidence falls into three traditional categories: artifacts, manuscripts, and printed works. These categories have developed over time and each has come to have a particular profession associated with them, for example curators, archvists, and librarians. While there is a natural interchange and interdependence between these professions each has distinctive strengths to bring to the collection, preservation, and promotion of history. Further, certain categories of materials such as photographs can be found under the care of all three groups at different times and in different locales. Given the tight budget picture for all such activities in Racine, as well as in most of the world, it seems important for existing institutions to cooperate, to keep

duplication at a minimum. Ideally, the division of labor would be keyed to the strengths of each of the relevant, already existing, agencies. The collection, preservation and interpretation of artifacts relevant to the history of Racine is the greatest strength of the Museum/Historical Society. Since its incorporation this aspect of history has been the emphasis for the staff and board of the Museum/Historical Society. While there has been significant library collection and services over the years there has been no commitment of staff or equipment sufficient for the task. The present staff from the Director through the student assistants is oriented toward a museum. Thus it seems obvious to suggest that the Museum/Historical Society concentrate on what it does best, being the realm of artifacts. While any change can bring dislocation, it is not necessarily negative. That is, some of the loyal and energetic volunteers in the Museum/Historical Society may move with the books to the Public Library at some point in the future. To view this as depleting the Museum/Historical Society would be short-sighted and miss the common enterprise that concerns everyone, Racine's history. In the long-term a revitalized and refocused Museum/Historical Society should be able to devote a larger portion of the building and increase programing around artifacts, all to the benefit of Racine's citizens.

The Public Library, as stated earlier, has the greatest collection of published materials on Racine's history. In fact many of the volumes not owned by the Public Library but residing in the present Museum/Historical Society library area were formerly on deposit in the Public Library. The professional staff, more stable budget picture, and coherent collection make the Public Library the logical candidate to collect printed works about Racine's history and genealogy. While a small collection in a historical society can accumulate many relevant works on an area's history through donation and small purchases it is not possible to gather the works that are necessary for good service in this manner. Indexes, microfilmed newspapers, and other examples are necessary to aid the genealogist and local historian today, and these are almost never available through donation. To repeat, the Public Library can and should service the local historian and genealogist in Racine and is willing to do so but it does need the support of those very groups.

The collection of manuscript materials presents some of the greatest challenges for a community and its historical agencies. In Racine there is only one appropriate agency to collect the unpublished record, the University of Wisconsin-Parkside Area Research Center (ARC). There are several reasons for making such a decisive judgment: storage, processing, collecting, and staff. The availability of professional archival facilities cannot be underestimated. The ARC has the most outstanding facilities among the thirteen centers in the state, both for use by researchers as well as the storage of collections. Not a mere warehouse, the ARC is the bridge between the academic community and those interested in history but not employed in the field. This opportunity for interaction with professional historians and

archivists is an exciting and significant facet, one that both sides are fortunate to have available to them in the Racine area. The small staff of the ARC is directly supplemented by the resources of the State Historical Society of Wisconsin in Madison. The Archives Division in Madison provides processing for archival collections including physical conservation, microfilming, and other aspects of modern archival practice. This coordination allows the ARC to take advantage of state and national resources that are a model for other states. (The benefits to the Society are great also but are not the focus of this report.) Lastly, in terms of collection development the ARC is the statutory depository for governmental records for Racine and Kenosha Counties as well as appropriate state records. Thus it seems most consistent to recommend that the manuscripts and governmental records for Racine should be serviced by the ARC, and that others not attempt to compete.

This general outline for institutional division of labor stresses ongoing interaction among the staffs and governing bodies of all three agencies. The division stresses existing strengths and suggests that patrons are best served by active use of all three facilities. Examples of how this active use can be promoted through cooperation follow.

6. Photographs are a particularly rich resource for a community's history. As mentioned above the divisions between types of resources and appropriate repositories are not rigid. Service and preservation are two of the keys. The Public Library maintains a picture collection including many categories of graphic materials beyond photographs. This is a browsing collection designed for both young and older adults. The Museum/Historical Society also has a photograph collection. A casual examination of both files suggests that there is some duplication but not an unreasonable degree. The consultant recommends that each of these collections be realigned so that they are more complimentary as well as serving some needs that appear to go unmet at present. The Public Library, with its longer hours and superior physical facilities, should hold a publicly accessible browsing collection of photographs and other graphic images. This collection should hold only copies of images. Unique images, especially negatives, should be kept at the Museum/Historical Society under appropriate storage conditions. The Museum/Historical Society's collection would become the reference collection from which copies could be made for displays, publications, as well as being available for secure consultation by patrons. Again, this focusing of a task should promote the increased collection and use of graphic images as well as increasing their physical security. Beyond this division of labor for photographs, the Museum/Historical Society would need to allocate space and acquire the appropriate storage facilities for the materials. This development could be incorporated into the proposed new interim library area in the north-east portion of the building and the development of the area could be based on this eventual designated use. In planning such a facility and collection the Public Library and the Museum/Historical Society may wish to engage a short-term consultant who has experience with such projects.

Vertical files are but one means of providing access to materials of local importance. The most traditional of means need not remain the method for the Public Library and Museum/Historical Society. The consultant recommends that these two agencies investigate the acquisition of a small computer, such as an Apple II, for the indexing of Racine newspapers and other sources. The use of a computer, which is not complicated for either professionals or volunteers to learn about, can provide a whole new dimension of access for the local historian and genealogist. Instead of just an index to the Racine Journal-Times and random clippings from area publications, the computer can be a tool in the creation of a Racine Data Base. Such a data base could contain data such as is found in a large number of discrete files at both the Public Library and the Museum/Historical Society, files whose very number make reference time-consuming and open to a greater degree of error. By combining indexes to newspapers from all relevant categories, from cemeteries, from vital records in the ARC or courthouse, from manuscript collections, from portions of books, and many other sources onto one computer the work of the local historian and genealogist would be greatly facilitated. Such a development would be a pioneering step and as such might interest state and national granting agencies. Funds might also be available from the Chamber of Commerce and local newspapers since such an index would allow them to stop any such efforts or expenditures along the same lines, for example, clipping services. But even if outside funds were not available a redirecting of current staff and volunteer activities would accomplish a great deal. The Public Library presently devotes staff time to indexing the local paper as well as adding clippings to the vertical file. Volunteers at the Museum/Historical Society have engaged in indexing for many years. Much of this indexing is redundant and in a form that is not easy to use. The small computer would solve part of this problem while it provided additional benefits. In Section 4 of the Library Consultant agreement the charge to the consultant was to examine not only the content and organization of the vertical file but to discuss the preservation of the materials. The use of a computer as outlined above can provide profound savings in the preservation of vertical file materials. By indexing the materials on a data base patrons can find access to an article on a fire in Racine under a variety of headings instead of just the one where the clipping is filed in the present system. Further if the newspaper that has been clipped is already on microfilm, the clipping can be discarded. Nothing is more certain than the deterioration of untreated newsprint and few things are more expensive than treating such materials. By adopting such a computer system both the Museum/Historical Society could discard a large amount of the materials in its vertical files. The materials remaining could then be examined and preserved. Focusing on the most crucial items will allow for the most efficient expenditure of funds.

As some of these developments progress the active cooperation between the staff and volunteers of the Public Library and the Museum/Historical Society will promote other schemes. Cooperative collection development of more obscure area publications such as the periodicals produced by hospitals and businesses and county area telephone books seems profitable to the consultant.

7. In the Library Consultant Agreement, Section 3 the subject of ownership of library collections is cited as an area of concern. At present title to the library materials housed at the Museum and at the Historical Society's rented room at St. Luke's Church is confused. Given the long-term recommendation in Number 5 of this report, the consultant recommends that title to all existing library materials be transferred to the Public Library. Since the Public Library already holds title to a significant portion of the materials under discussion this is not as dramatic a recommendation as it sounds. Materials already owned by the Public Library include both gifts and purchases, especially those provided by the local chapter of the Daughters of the American Revolution. The continuity, professionalism, and objectivity of the Public Library make it a logical candidate for consolidated ownership, a development that should allay the fears of past and future donors. With appropriate procedures and notifications the collections donated to some of the groups by others that are no longer in existence, such as the Abraham Lincoln Society, could be transferred. As part of this plan future library materials should be owned by the Public Library, regardless of whether they are housed in the Museum/Historical Society or the Public Library itself.

8. The physical review of collections housed in the library area and the vault of the Museum/Historical Society was completed by the consultant as called for in Section 2 of the Library Consultant agreement. This review was preceded by a similar orientation tour of the holdings of the Public Library. In making the recommendations for the new library area's shelving needs the consultant has assumed an integrated collection from the vault and present library area. This new library collection, which the consultant has recommended be transferred physically to the Public Library at some appropriate point in the future, should consist of a core collection on Racine's history and genealogy. In weeding the existing materials titles of long runs already held by the Public Library are good candidates for deaccessioning. Wisconsin Blue Books, modern Racine telephone books, files of historical periodicals are among the examples. If the Public Library has a complete file of such titles then the Museum/Historical Society should not house another, probably incomplete, set. The physical integration of materials already within the Museum building will produce many duplicates that can be deaccessioned, thus reducing space. The largest category of materials that can be deaccessioned are those that are not in-scope for this collection. General interest periodicals such as National Geographic and technical works such as old medical books are not appropriate to this collection. Family bibles may contain genealogical information but space and access might be served better by photocopying the relevant materials and deaccessioning the volumes. A committee composed of active library volunteers, board members, and staff from the Public Library can implement the deaccessioning procedure and greatly reduce the number of volumes, freeing space for artifacts and reducing necessary expenditure for new shelving. This will be a burdensome task but one that need not occur more than once. For after new collection development policies and deaccessioning policies are in place unnecessary materials will not occur in such numbers if at all. The materials that are deaccessioned can be disposed

of in several ways. A competent used/rare book dealer such as Mike Hatcher (2521 North Downer, Milwaukee 53211; 414-962-2756) could be engaged to sell the materials produced under this plan. However the general undesirability of most of these materials may not make that an appropriate route. The Public Library conducts an annual book sale and perhaps these volumes could be donated to that sale along with the suggestion that the resulting monies be placed in an acquisitions fund for local history and genealogical materials.

APPENDIX A

Proposed Collection Development

Policy for the Racine County

Museum/Historical Society

Library

1. The collection of resources for Racine's history is a cooperative enterprise with the tasks divided among logical institutions. Generally speaking the collecting of artifacts is the provence of the Museum/ Historical Society; that of printed works, the Public Library's; and manuscripts and other archival records, the Area Research Center's.

2. The library collection presently housed at the Museum/Historical Society but to eventually be transferred to the Public Library is designed to comprehensively document life in Racine, both city and county. As much as possible, one copy of every item printed in Racine County should be acquired by the library collection. Realistically this will mean cooperating among all area libraries including the corporate ones, particularly that of Western Publishing Company.

   Through cataloging and analysis of the existing collections gaps in the collection will be identified and every effort made to fill those. Local pride and the absence of any other agencies necessitate the development of such a collection. Some duplicates of valuable and rare materials should be held for display and replacement. Examples of the latter would include pictorial works and early city directories.

3. The volunteers and staff of the Museum/Historical Society will work with the Public Library in identifying areas in need of improvement concerning regional and state history, history in general, and genealogy. Within the appropriate financial limits the Public Library will acquire standard works and reference sources that will aid in the documentation and interpretation of Racine's history.

APPENDIX B

Proposed Deaccessioning

Procedure

1. The board of the Museum/Historical shall appoint a committee to be known as the Deaccessioning Committee. The committee shall be composed of representatives from the board itself, the staff of the Museum/Historical Society, volunteers active in the present library area, and the Public Library. The committee shall evaluate all existing library materials, as well as future donations, and make recommendations for the deaccessioning of such materials as are not appropriate under the collection development policy. The board will delegate authority to dispose of inappropriate materials to the committee and the committee will provide regular reports on the deaccessioning procedure to the board.

2. The committee's first charge is to examine the existing collections in the present library area and the vault and evaluate all items prior to the remodeling of the new library area. This should occur in the next six months at a maximum.

3. In reviewing the volumes the committee will attempt to maintain as open a process as feasible so that the opinions of past and future donors are considered. However in the absence of specific limitations in a deed of gift, the committee is expected to fulfill its mandate which will include the deaccessioning of a large number of volumes. As this process develops it may be advisable to make a public announcement through the Museum/Historical Society's own periodical as well as the newspaper explaining the process. This is tricky and is a public relations problem, not a collection development problem. The key is to avoid the accusation of "throwing away valuable books". The accusation may still be made but these and other steps can mitigate its force. By relying on the established procedures of institutions such as the Public Library this problem can be further reduced. In the event that a donor cannot be located the committee should proceed, for this is an important task and cannot become mired in endless inquiries. Should a donor not approve of deaccessioning, the materials should be offered to them to place elsewhere. Nothing should deflect the committee from the creation of a reasonable, orderly collection of library materials in the near future.

4. The committee will assemble in an appropriate manner the volumes to be deaccessioned and contact the Public Library concerning their annual book sale. After consultation the Public Library will house the volumes until the next sale when they will be disposed of in the usuall manner. The proceeds, or an approximation thereof, from these specific volumes will be deposited with the Public Library in a fund for the purchase of local history and genealogy materials needed in the community.

APPENDIX C

Space Study of the Existing and

Proposed Library Areas in the

Museum Building

The current library area is located in the south-east corner of the first floor of the Museum building. The library area is 16'3" by 17' and is entered through one door. The room contains three large windows whose dimensions are 5' by 2'3". There is also a small storage closet that was formerly a dumbwaiter. The room is uninsulated and the second story does not extend above this area. The two small radiators in the room are not sufficient to heat the room in winter and the roof leaks.

The proposed library area is located in the north-east corner of the first floor of the Museum building. This area is 29'9" by 15'11" and is separated by a non-load bearing wall towards the east. The area has two entrances that presently do not have doors. The east section is presently used as an office space while the remainder has exhibitions. The partition between these two areas has a lockable hollow-core door. Taken as a whole, the area has one window on the east wall and three on the north. All windows are 3'11" by 3'7", though two of those on the north wall are presently obsured by exhibits. The area has two radiators located on the walls and is covered, approximately 50%, by a second story. The area is uninsulated.